

REQUEST FOR INFORMATION (RFI) NO. 120074DC AMENDMENT 1 CONTACT: Bernadette Hill

THIS RFI IS AMENDED AS FOLLOWS:

RFI NO. 120074DC – Adult Inmate Management System (AIMS)

This is to provide notice to a change in the due date of the RFI.

The first RFI issued on December 14, 2011 identified a due date of December 30, 2011.
A second RFI was issued on December 19, 2011 and identified a due date of January 6, 2012.

This notice is being issued to clarify that the RFI with the due date of January 6, 2012 is the correct document for response.

Please provide a response to the RFI by January 6, 2012, 3:00 P.M. M.S.T. in accordance with the instructions on Page 1 of the document.

This Request for Information can also be located at the Arizona Department of Corrections' website located at www.azcorrections.gov.

**ARIZONA DEPARTMENT OF CORRECTIONS
REQUEST FOR INFORMATION
FOR ADULT INMATE MANAGEMENT SYSTEM (AIMS)**

PURPOSE OF REQUEST FOR INFORMATION

The purpose of the Request for Information (RFI) is to gain knowledge on the systems currently available for the purpose and the needs of the Arizona Department of Corrections (ADC) based on the information provided herein.

ADC plans to replace the Adult Inmate Management System (AIMS), a mainframe system with over-the-shelf web based application software providing single sign-on. ADC is investigating the availability of a system that has demonstrated successful implementation supporting electronic inmate and community supervision offender data records, policies, procedures and government correctional regulatory requirements.

The new Inmate Management System should be designed around a single enterprise-wide database, surrounded by a broad array of fully integrated plug-and-play modules, allowing it to be configured in a way best suited to ADC's specific requirements and budget and must be easily configurable to accommodate future administrative, judicial and legislative changes. The new "to be" system should be based on modern programming languages and principles and be able to track inmate's history from institutional custody back into the community using a single unified record. Some aspects of the new system should translate to immediate operational efficiencies and effectiveness. For example, the ADC Inmate Intake assessment process can be streamlined so that the ADC's staff doesn't waste time repeating the same information in several places/screens; and the information and analysis they provide is transferred by the system directly into several key offender information documents. This saves ADC correctional officers overtime and minimizes the need for additional staff or overtime as caseloads increase. In the same way, because community corrections eligibility, violation and revocation information moves seamlessly from incarceration to community and back to incarceration within a single data model, input errors are virtually eliminated and correct processes are more easily managed. As a result, the cost of unnecessary ADC correctional officer intervention is saved.

INSTRUCTIONS

In accordance with A.R.S 41-2555, the Arizona Department of Corrections (ADC), hereby gives notice via this Request for Information (RFI), of our desire to receive responses, feedback, suggestions and comments regarding the items set forth herein.

In accordance with R2-7-G301, responses to an RFI are not offers and cannot be accepted to form a binding contract. To the extent allowed by law, information contained in a response to an RFI may be considered confidential until the procurement process is concluded or two (2) years from when the RFI's due date has elapsed, whichever occurs first.

Responses are due back to ADC by 3:00 P.M. M.S.T., January 6, 2012. Please submit the RFI responses to the following address/recipient via US mail:

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ADC No. 120074DC - RFI for Privatization for Adult Inmate Management System (AIMS)
Arizona Department of Corrections
Procurement Services
ATTN: Denel Pickering, Chief Procurement Officer
1645 W. Jefferson, Room 4401
Phoenix, Arizona 85007

Respondents should, at a minimum, address items listed in the "Scope/Information Request" section of this RFI. Responses should be as detailed as possible. Any additional information provided supplementary to what is stated in the RFI should be identified in your response following the items requested herein.

BUSINESS CONTEXT AND OVERVIEW

BUSINESS PROGRAMS

ADC has three primary business programs - institutions, health care and community corrections, but the scope of the AIMS replacement project is limited to institutions and other support functions relating to inmates.

Institutions

Currently, ADC operates 10 adult institutions and oversees 5 private adult institutions, housing approximately 40,000 adult inmates. ADC institutions employ a series of processes to manage inmates during incarceration. These processes begin when the court commits inmates and ADC receives them, and end when inmates complete their incarceration period and community corrections begins. During initial intake inmates are evaluated, categorized and assigned a risk score based on their initial testing, court rulings and other considerations.

Health Care

Complete Health functionality is not required; however, there are certain requirements for health information to be passed between the two systems.

The current health care scheduling system acquires the following major data from AIMS: inmate identification; real time location information; inmate demographic information; and scheduling prioritization. ADC does not currently have an EMR, but is requiring one as part of submittals to RFP #ADOC12-00001105. See ADC's web home page, www.azcorrections.gov, for additional information. Electronic Medical Record (EMR) imports would be essentially consisting of information for Immunization, DNA, ADA, Disabilities/Dependencies, Exams and Evaluations, and Psychological profile.

Community Corrections

ADC currently supervises around 6,800 parolees during their community supervision sentence period. ADC uses an in-house developed web (Microsoft .net and Microsoft SQL) based Offender Management System (OMS) to track parolees through their parole period. These

systems capabilities include but are not limited to managing the Parolee's appointments with Parole Officers, autoscored supervision risk level process, creating custom case plans for each parolee and to ensure the compliance to case plan with required approvals throughout the parole period. Most adult offenders serve a term of approximately 6-8 months on Community Supervision. During Community Supervision, Community Corrections Officers (CCO) monitor offenders who continue to receive services such as drug treatment or rehabilitation programs. If offenders serve their Community Supervision time without incident, or when community supervision expires, ADC discharges them from Community Supervision. This marks the termination of the offenders' involvement with ADC. If offenders violate their Community Supervision conditions, ADC initiates the revocation process to validate the violation and to determine the appropriate sanctions, which include the possibility of additional confinement time, or reassignment to or continuation of Community Supervision.

CURRENT ENVIRONMENT

ADC currently utilizes an off-the-shelf mainframe based system which was implemented around 1986 at ADC. Since then many enhancements have been made by the in-house mainframe programmers using CICS and COBOL and IMS database administrators. The current zOS v1.11 and IMS v10 IBM mainframe system is used for the AIMS application and this system is housed at Arizona Department of Administration data center in Phoenix, AZ. The majority of ADC's inmate information is electronic with backup paper records.

There are numerous in-house developed and maintained web based (Microsoft .net and Microsoft SQL) applications utilized throughout the institutions. These web-based systems collect information from the mainframe system and are tied into more flexible programs to improve the efficiency and effectiveness for ADC's operations.

SCOPE/INFORMATION REQUEST

As set forth in the instructions Responses shall, at a minimum, address the following items:

1. RFI responses should provide qualitative business benefits including but not limited to reasonable estimates for replacing current business processes along with separate estimates for service configuration, customizations, conversion expenses, and ongoing yearly maintenance.
2. Please tell us about your system and its capabilities to offer one or more of the business processes listed below. We would appreciate your identification of functional and operational processes automation that you feel fit within organizations' delivery models and could further enhance ADC's capabilities. Please also advise us if you feel capable of providing a comprehensive system, encompassing all of the identified services below. Your organization may elect to answer all areas in providing a comprehensive overview of your capabilities or respond to selected areas in which you offer service.

CURRENT BUSINESS PROCESSES

Within Institutions and community corrections, the following functional groups are within the scope of the AIMS replacement project, for which Information is being requested:

1. Population Management
2. Property
3. Sentence Calculation
4. Intake Processing
5. Inmate Identification
6. Counseling and Treatment
7. Discipline
8. Programs
9. Appeals and Grievances
10. Holds, Wants, and Detainers
11. Classification / Scheduling
12. Gang Management/Security Threat Groups (STG)
13. Visitation
14. Community Corrections
15. Earned Incentive Program
16. Miscellaneous

1. POPULATION MANAGEMENT

Movement: At ADC movement is referred to as an admission, transfer or a release of an inmate from a location. Movements include tracking of offender bed characteristics that are matched with offender needs, such as, ADA needs / reasonable accommodations / effective communication, single / double cell process, integrated housing, security level, psychiatric beds, specialized counseling beds, administration segregation beds, sex offender beds, sensitive needs, medical beds, etc. This process also provides a means of placing and removing a restriction of movement on an offender or cell/room/bed. This process includes documenting internal bed moves within a unit and external movement (transfers to other Arizona State Prison Complexes and releases from prison). Currently, there is automation logic embedded in the AIMS system but it is relatively basic and rudimentary.

Count: At ADC Count refers to the number of inmates in a particular unit/area. Correctional staff conducts formal counts several times a day to ensure count accuracy. The movement officer uses the count sheet to manage bed vacancy and moves inmates based on the bed availability within the specified housing classification.

Transportation: Once classification of the inmate is complete the inmate information is put into AIMS for the transportation. The movement of inmate is based on the classification level. Each Unit within the Arizona State Prison Complex (ASPC) has a custody matrix. There are specialized populations of inmates, such as Protective Segregation (PS) and sex offenders, that are moved following certain ADC's policies.

ADC intends to transport inmates with the highest regard for public safety. Documentation that must accompany the inmate being transported between facilities includes the inmate's name, inmate number, charging document or commitment papers, inmate's medical records and personal property, and facility to which the inmate is to be delivered.

When the information is input into the AIMS, the system triggers creation of a travel order. A travel order allows the movement officer to move the inmate. The officer during the mid-night conducts the count and updates the count sheet for each unit. The movement officer uses the count sheet to manage bed vacancy and moves inmates based on the bed availability within the specified housing classification.

Describe your systems capabilities for the following:

- Master count
- Out counts
- Maintain inmate transportation counts
- Movement travel order
- Document master count results (ADC's count sheet)
- Generate and maintain bed/cell vacancy counts
- Identify the types of vacancies available
- Identify current occupancy
- Find a bed (bed availability)
- Population management within state and private prisons
- Integrated facility and inmate profile capability and methodology
- Identify bed mismatches
- Integrated method using a facility vs. inmate profile approach featuring automated, objective criteria review to replace most "hard" reviews
- Transportation schedule
- Count reconciliation between manual count and system count

2. PROPERTY

ADC performs inmate property inventory, tracks, and moves inmate property with inmate. ADC stores the condition of the item in the inventory and tracks the allowable amount of items as per ADC's policy to ensure compliance. This property should also be available from a permanent location or locally at the inmate facility.

Describe your system's capabilities about the following items pertaining to inmate property:

- Print a property inventory form for the officer to sign and have the inmate sign.
- Retain copies of inventories in a digital format for reference.
- Ability to interface with tablet type devices to conduct inventories.
- Ability to search and sort (i.e., be able to give a list of inmates with TVs)
- Computer fillable forms, the pre-fill fields to save typing (i.e., type "head" and it fills in "headphones")
- Allow a picture to be attached to the inventory
- Add new items such as interface with commissary vendor (e.g., new TV)

3. SENTENCE CALCULATIONS

The Time Computation Unit (TCU) is responsible for the calculation of inmate's release dates utilizing a number of sources for the information and verification. Time Comp (TC) staff have to be trained in the area of understanding the Arizona Revised Statutes (ARS), department policies pertaining to the effects on release credits and eligibility, various AIMS screens, and mathematics to perform the calculations required to ascertain the statutorily eligible release dates.

Time Comp receives the certified sentencing orders from the courts and has the responsibility of reviewing the orders to determine the appropriate sentencing structure to be applied each commitment. As a part of the review process, the TC staff ensures that the sentencing order complies with the applicable state laws that were in effect at the time of the offense and submits requests for clarification to the courts when conflicting statutes are cited.

Calculations for the inmate release dates are done utilizing the AIMS, the ADC designed web calculator and manual calculations. Each inmate must receive the Initial Time Comp, which projects the anticipated credits and release dates. The information on the release dates to be verified and annotated on the AIMS. Based on the various department policies or ARS changes that may impact the projected release dates and credits, subsequent updates are required and AIMS is updated with any new dates and adjustments.

Communication with the various courts, law enforcement agencies and other departments is essential in the ability to clearly determine the status of the projected release dates. Approximately 90 days to a scheduled release [per ADC Policy], an "Initial Release Confirmation" is completed. This review is a record "Audit" to determine that the release credits are appropriate; the sentence structure is correct, no new court action to account for, and ensure there have been no changes that could effect the projected release dates. A thorough recalculation is completed and the dates verified and annotated on the AIMS.

Within a week to the scheduled release, the "Final Release Confirmation" Audit is completed at the 'Supervisor' level. This is again a complete inmate record audit to ensure the release dates provided at the Initial Release Confirmation are still accurate and valid and that the 'program' for the inmate release has been approved by Community Corrections. At this review the institutions are advised that they have the authority to release the inmate on the date provided through the review.

Failure to accurately project the release dates and eligibility for each places the department in a serious legal position as the possibility of an 'early' or 'late' release can have significant public safety implications, negative community relations results and monetary expenses.

Although the original Inmate sentence calculator (ICAL) in the AIMS was designed for ADC in 1986, when the release dates for the inmate were focused on one set of ARS calculations, there have been a myriad of changes over the years to the laws pertaining to good time credit calculations. Many of these legislative changes were significant in scope and presented some highly complex changes and required a multitude of "fixes" and updates to the ICAL.

Approximately in 2006, ADC's IT staff created an on-line calculator to assist in validating the calculations. However due to Arizona's Complex Statutes, "manual" calculations are still required.

Describe the following about your system:

- Capabilities of the sentence calculator
- Sentence calculation with relation to changes in judicial, legislative and corrections administrative changes
- Automation and accuracy to the time computation process
- User friendly attributes and capability to adapt to the inordinate number of changes, past, present and future, which will allow the system to accurately calculate the release credits and dates of every inmate for every sentence structure.
- Accountability and responsive approach to the calculations of the inmate's release in relation to eliminating the potential release error rate,

4. INTAKE PROCESSING

With regards to Inmate Testing (educational, substance abuse screening, religious survey, criminal thinking survey): ADC conducts a PC based, automated testing and scoring for each inmate. The inmate sits at a computer and takes a test on-line, where it is automatically scored and data is uploaded into AIMS. These scores (education and substance abuse) are used for other assessment applications. The substance abuse screening tool is AIMS based, and it performs autoscoring based on a variety of factors. This tool uses information contained in AIMS and continually updates if new information (e.g., disciplinary violations of substance abuse nature) is entered.

Reception processing includes initial identification, personal history & demographics, medical/mental health screening, gang identification & tattoos, classification, scheduling for movement, etc.

Describe capabilities of your system in the following area:

- The scope of your reception/intake processing module.
- How the inmate's status during reception/intake is tracked and how does your system ensure the inmate receives all needed activities prior to transfer from reception/intake status.

5. INMATE IDENTIFICATION

ADC Identification System has four (4) separate functions. Each ASPC has the following three (3) pieces of equipment which capture the fingerprints and photos of adjudicated inmates for positive identification.

Live Scan: This is the device which electronically captures the fingerprints of all inmates, staff, vendors, contractors and volunteers. For inmates it provides the fingerprints to the Arizona Criminal History database (ACCH) and the Arizona Automated Fingerprint Information system housed at the Arizona Department of Public Safety.

Mug Photo Interface System (MPI): This is off-the-shelf software customized for ADC; camera and Identification card system housed on ADC's computers which capture photos of all ADC inmates, staff, vendors, contractors and volunteers. The Identification card printer on this system provides ID cards for all inmates, staff, vendors, contractors and volunteers. The inmate photo database also provided to the Arizona Department of Public Safety and is used by other law enforcement agencies.

The images from this system are used in numerous in-house developed web based systems used by Offender Operations.

Digi-Web Scan: This device allows ADC to verify an inmate's identity by capturing the fingerprints from the 2 index fingers and providing demographical data. The Digi-Web Scan provides ADC with the Unit Record Number (URN), the Arrest Record Number (ARN), the Arizona State Identification number (SID), Name, Sex, Date of Birth and if a DNA sample exists in the Arizona DPS DNA database.

Every new inmate that is adjudicated to ADC is processed through the Digi-web scan at the intake centers. All parole violators upon entry back into ADC are entered into Digi-Web Scan. Finger prints are verified on all inmates prior to release. The system is used on inmates whose hands are disfigured or difficult to fingerprint. Digi-Web Scan provides the information if a DNA exists and therefore if one does, ADC does not have to take another one. In the near future DNA will be integrated to this identification system.

Optical Print and Photo Image Subsystem (OPPIS): This system provides ADC electronically the ability to view and print every fingerprint and mug photo taken in the state of Arizona by any law enforcement agency since June, 2002. This system is housed in the Offender Information Unit where instead of looking through 150,000 fingerprints, OPPIS can provide instant fingerprints and mug photos to fulfill requests made by other law enforcement agencies.

Describe the capabilities of your system along the areas mentioned above in this sections with integration to and from the system such as Digi-Web Scan, OPPIS, Mug Photo Interface System, Live Scan, DNA etc. and ensuring an inmate's image is displayed on the computer screen during any enquiry/update through your system.

6. COUNSELING AND TREATMENT

Counseling and Treatment Services (CTS) delivers sex offender treatment, addiction treatment and helps coordinate re-entry efforts amongst the diverse agency areas involved in the process. CTS also assist the Offender Operation's portion of program delivery by providing training, development of and quality assurance for programs delivered by the Corrections Officers.

At intake inmates are screened for programming need. This is done through various combinations of automated testing and, information is then entered in the AIMS from the information gathered in live interviews and collaterally obtained. From this information, various priority ranking reports are created that assist with placement of inmates into available programming slots.

Upon entry into a program, there is a notation made on the DI83 screen and a hold placed on the DT08 (for treatment groups only). Upon exit, there is another entry made on DI83 with room for comments if necessary and holds are removed. The entry on the DI83 works in conjunction with entries on the DC30/31 screens to produce turn out lists for programs.

For those conducting treatment groups, a clinical file is maintained that includes consent forms, treatment plans, progress note and discharge plans. The files are a combination of printed documents, computer base documentation and web application based documents. In particular, the

progress notes are kept in Word and printed out at conclusion of treatment and the Discharge Plan is completed in an in-house developed web based Discharge Management System (DMS) and a printed copy placed into file. Addiction treatment files are kept for seven years and sex offender treatment files is kept for ninety-nine years.

Describe about your system the following:

- The ability to automatically place the hold with a projected end date.
- The ability to automatically check for and advise of any scheduling conflicts (programming or work)
- The ability to keep electronic file with electronic signatures.
- The ability to readily communicate and share information with systems from other agencies. such as Department of Health Services (DHS), the Regional Behavioral Health Authorities (RBHAs – contracted vendors with the State) and community agencies.
- The ability to conduct testing and surveys on standalone computers and then have it easily transferred into the primary system.
- The ability to extract user friendly reports comparing demographics of inmates and treatment as it relates to recidivism.

7. DISCIPLINE

The Department maintains written rules of inmate conduct, sanctions, and procedures for violations that are communicated to all inmates and staff. These rules mirror the state's criminal code to the greatest extent possible. Disciplinary procedures are carried out promptly and with adherence to due process requirements. The Department strives to operate its prisons under conditions and yielding consequences as much like the real world as possible. To this end, rule violations are aligned with the applicable criminal code so the seriousness of the violation reflects underlying community norms and values and results in comparable consequences. There are some offenses that are misdemeanor violations by Arizona State statute, which by the nature of the offense are of greater significance in the prison therefore; are treated accordingly.

Class C Violations (Minor Misconduct): Criminal violations defined by Arizona State Statutes as misdemeanors and/or department rule violations as listed in Department Order 803, Inmate Discipline, Attachment A. There are some offenses that are misdemeanor violations by Arizona State statute, which by the nature of the offense are of greater significance in the prison therefore; are treated accordingly.

Class A and B Violations (Serious and Intermediate Misconduct): Correlated with the criminal felony violations of law as defined by Arizona State Statutes and/or department rule violations.

The current AIMS based discipline system is partially automated. Second-level disciplinary appeal packages are received from the unit Disciplinary Coordinators. Packages are reviewed for completeness and appropriate data is entered into a web based system of second-level appeals. This web based system assigns a tracking number; first-cut response to the inmate's appeal is prepared with consideration of the inmate's arguments and the whole record. This draft response is submitted to ADC's Legal Counsel for review and consideration. Upon review and consultations a final document is created for signature. Subsequently, AIMS screens are updated with comments and documents are mailed to Disciplinary Hearing Officer for delivery to the inmate and Master File.

Describe capabilities of your system in the following area:

- Processing inmate discipline violation reports from beginning to end
- Processing the discipline violation, hearing the violation, and appealing the violation; notification of inmate of violation and appeal, as well as related reports needed to process the violation and to evaluate performance results
- Ability to view comments related to the report of violation and the hearing verdict rationale
- Review and approval process for the inmate discipline from initiation to final disposition with a time bound parameters

8. PROGRAMS

Programs is a wide ranging description that describes services to the inmate: Banking, education, rehabilitation (Drug(s) sex offender, special counseling etc), eligibility for and availability of the desired work or program activity, the Institution's security and operational needs, and the safety of staff, inmates, and the general public. Programs may also be transitional or community based.

Community Corrections Program Referrals

Offenders on community corrections are referred to specific programs which can include community programs contracted to ADC or programs facilitated by ADC and specific to the community corrections unit. Reasons for referral to programs can be made based on the conditions of community corrections (in some cases mandated).

Inmate Trust Account/Financial System

Trust Accounting provides a double-entry accounting system that conforms to generally accepted accounting principles (GAAP). It allows for automatic recovery of fines and restitution as monies pass through the inmate's trust account and completely eliminates the possibility of missed recovery opportunities. As of July 20, 2011 there is a new one percent fee on any transaction/money going into the inmate's trust account.

Commissary and Inventory Management provides institutions with a canteen system, fully integrated with the Trust Accounting system. It enables the agency to process inmate purchases and returns in real time via direct debits and credits to inmate's trust accounts. This system integrates with the ADC's current commissary vendor to provide support to the continuation of the current inmate services.

Inmate Payroll integrates with the trust accounting system, and calculates wages to be paid to the inmates for work programs and subsequently should automatically credit inmate's trust account and make tax deductions accordingly.

Visitation Application enables the agency to process visitor's application and fees on-line or by money order with data entry of that visitor into operating system for inmate's approved visitor list and processing on-line debits, receipt of monies by institution's business offices for the building maintenance account. These fees are charged to Adult visitors only (no minor, attorneys or special visitors).

Community Supervision provides a comprehensive, GAAP-compliant, double-entry accounting system that tracks all court-ordered payments, fines, cost-of-supervision invoices, etc. levied against an offender in the system. The system maintains a historical record of payment and non-payment of fees and obligations and should calculate pro-rated amounts for partial billings.

Describe capabilities of your system in the following area:

- Processing inmate discipline violation reports from beginning to end
- Inmate banking
- Inmate Education and rehabilitation
- Inmate Re-entry programs
- GAAP Compliance
- Calculations of pro-rated amounts for partial billings
- Real-time payment collection for background visitation fees
- Inmate purchases and returns in real time via direct debits and credits
- Fines and restitution collection
- Integration of banking system with commissary vendor

9. APPEALS AND GRIEVANCES

The purpose of the inmate grievance process is to provide inmate with timely administrative remedies to complaints which might otherwise unnecessarily burden courts. Appeal and Grievances are accepted by the appropriate office, and logged for tracking purposes. Policies dictate strict time frames which must be followed to ensure these issues are resolved within an appropriate amount of time.

Describe about your system the following:

- The tracking/logging process to track appeals and grievances
- The notification process to ensure time frames are maintained
- The ability to scan and attach document(s) with data entry validation and routing capabilities

10. HOLDS, WANTS AND DETAINERS (HWD)

All Holds / Warrants and Detainers are received by the various institutions and entered in the AIMS by the Offender Information Unit staff at those ASPC. The information is recorded based on the date received, type of request (Notification, Felony Hold, Warrant, or Detainer), the case number(s) and the date of any cancellation to the request. The documents are then placed in the Institutional File and a copy forwarded to the Central Office Master Record.

The receipt of a Warrant/Detainer can have significant impact on the inmates Custody Level and placement as well as to the projected release dates.

Describe the following about your systems:

- The ability to scan and attach document(s) with data entry validation and routing capabilities
- Approval process associated with the holds, wants and detainers

11. CLASSIFICATION/SCHEDULING

Classification:

Custody & Internal Risk Classification is an integrated, dynamic, paperless, scoring instrument that is linked to the scheduler and accesses multiple programs using a subroutine in the AIMS. Additionally, the custody and internal risk scores are called by many other programs and are a foundational information piece. Arrest History, Escape History, Work Skills and Work History, Detainers: These screens are manually entered information but also (particularly Arrest History) may have internal edit functions; these screens are also integrated with other automated functions (e.g., custody classification)

Work/Program Assignments and Capacity: A variety of screens related to assigning/enrolling inmates in work and programs, documenting the inmate program status and pay, documenting the individual work and program assignment capacity information down to the unit and work crew (group). Some of the AIMS screens integrate with the Inmate Banking System to automatically pay inmates for their job pay. Others are required and used for key management reports and other processes (e.g., classification, Priority Ranking Report, etc.).

Inmate Corrections Plans: Development of the inmate's individual plan while incarcerated as it relates to the type of programs and expected behavior while in prison. Periodic reviews of the inmate's plan are done at least once a year and whenever the inmate transfers to a new unit. Currently, this "Plan" is automated using extensive, objective criteria to automatically determine inmates' risk and needs.

Scheduling

Dynamic and static inmate action appointments that can be sorted by inmate, supervising staff member, unit, complex, or even statewide: Custody/internal risk classification, corrections plans, and other actions are currently scheduled and are tied to current processes (e.g., classification scheduling is dynamic based on the inmate's custody and/or internal risk level changing rather than periodic as is the case in most states; thus, the system relies on a subroutine to autoscore the inmates as new information is updated and also runs batch jobs to view changes that are not necessarily entered—e.g., age changing over time, discipline violations "timing out," etc.). Customization will be required to ensure the scheduling capability of this system in recreated.

Turn-outs: These are turn-outs or call-outs of individual inmates outside of their regular work and programs assignments (e.g., legal visit, counselor interview, etc.). It allows for both individual and group turnouts and for recurring appointments.

Describe capabilities of your system in the following area:

- Integrated risk scoring instruments and the capability to create dynamic applications relying on objective criteria found in data base, rather than manually entered type score-sheets
- Arrest/conviction history and escape history data collection and entry applications
- Work skills and work history (inmates) data collection and entry applications

- Program enrollment, status, history, etc documenting inmate program record related information. Also, describe the methodology used for any applications producing prioritized lists of inmates needing various program
- Individualized inmate plans that are dynamic and automated
- Review and approval process, as well as trends analysis in the Protective Segregation
- Detainer and warrant documentation applications
- Graphical depiction of inmate cluster with custody and classification
- Turn-outs
- Scheduling and custody/internal risk classification
- The type of inmate scheduling applications available and can they be sorted by multiple means (e.g., by inmate, facility, region, statewide, staff, etc.)

12. GANG MANAGEMENT/SECURITY THREAT GROUP

ADC's AIMS system provides information related to an inmate's security threat group (STG or gang) membership status. ADC has a validation process that assigns point values to specific STG related documents and behaviors. A minimum number of points are required to validate an inmate as a member of STG. Points may be documented over a long period, before the inmate has enough points to be seen by a Validation Committee.

Describe capabilities of your system in the following area:

- Security Threat Group/Gang management
- Automated scoring instrument for validating inmates
- Scar/tattoos/marks and other related information
- Reports and filtering processes to identify group members by unit/region
- The ability to scan and attach document(s) with data entry validation and routing capabilities

13. VISITATION

ADC provides timely processing of applications within the established timeframes in ADC Department Order. Visitation provides assistance to prospective family and friends of inmates wishing to maintain contact through visitation. Objective of the visitation is to ensure safety and security for staff, inmates, and the public is priority while facilitating important support systems for inmates through contact visits. ADC ensures staff is assigned to visitation and other staff that have contact with visitors are treated with respect, dignity, and the highest levels of professionalism and the visitation experience is positive.

Inmate's eligible to receive visits is determined based on their phase level established by a Department Order pertaining to Earned Incentive Program (EIP). The visitation officer 'Checks' the visitor in and 'Checks' them out, these actions log the date and time of the visits for a history. AIMS currently associate Minors with the adults that are approved to bring them. Background checks allow Unit administrators and visitation staff better accountability and control of persons entering prison facilities to prevent contraband from entering secured facilities. Visitation rules are in place and clearly visible in all visitation areas for constant reminders of acceptable behavior. Visitation is managed based on custody level.

Describe your systems capabilities to provide an on-line application processes with payment collection, review and approval of visitation application through criminal history back ground check and the communication update to/from the visitation applicants through an online account.

14. COMMUNITY CORRECTIONS

Community Corrections (CC) is comprised of around one-hundred CCO's that supervise around 6800 offenders throughout the state of Arizona. Based on the offenders supervision level (Intense, Max, Medium and Minimum) CCO's are required to maintain contact with the offenders. The frequency varies based on the aforementioned level and could be as frequent as a week to the less frequent contact of once every three months. CCO's must also complete collateral contacts which include contacts with family members, counseling agencies, employers and agencies who provide monitoring of substance abuse. When necessary, CCO's must also complete warrants of arrest for those offenders that are not compliant with their Conditions of Supervision.

Through the development of the Pre-Release and Intake Unit at the CC Central Office and the Mesa Regional Office, a specific group of CCO's conduct all field investigations of an inmates proposed placement. The development of these units have given other officers more time to case manage their case loads and monitor offender activity. In addition the implementation of variable work schedules, late night and week-end work schedule, allows for staff to work alternate schedules other than Monday-Friday from 8:00am – 5:00pm.

In July 2008 Community Corrections implemented a web based case management system – Offender Management System (OMS). Prior to this date all documentation regarding a particular offender was documented in a case book. The OMS system has allowed CCO's to become virtual officers as they are assigned laptop computer and air cards in which to complete field visits with offenders and their collateral contacts. The OMS system includes Offender Face Sheets and FROST Assessment tool (Field Reassessment Screen Tool) in addition to the offender Case Plan. During the Initial Intake officers complete the face sheet and FROST which determines the supervision level of the offender and contact frequency. The Case Plan is completed and is a tool to determine needs area and what services an offender should be referred to. The OMS Chrono Notes takes the place of the physical case book and documents all contacts regarding the offenders supervision period in the community. OMS has a Warrant of Arrest component which enables staff to complete this document when offenders are in violation of their Conditions of Supervision.

OMS will be expanding to paperless with the added component of the Discharge Management System (DMS). Release packets from the institutions will be scanned into DMS and inmate placement investigations will be processed in a timely manner.

Describe capabilities relating to Community Corrections not limited to approval processes, image management, restitution collection, case and appointment management and re-entry programs.

15. EARNED INCENTIVE PROGRAM

Earned Incentive Program (EIP) is an objective, behavior management system that places inmates in 1 of 3 phase levels depending on their behavior (e.g., refusing a program results in the inmate being placed in the lowest phase level – 1). The phase levels result in graduated incentives through

increased privileges (e.g., more phone calls, more store money to spend, more visitations, etc.). This system automatically determines an inmate's phase level weekly using a subroutine and provides a method to deliver written notices to inmates regarding any changes. It also interfaces with inmate phone, visitation, and store systems. This system requires a high degree of customization and interfacing with other programs and is a key behavioral management component integral to the Department.

Describe capabilities of your system in developing customized, subroutine programs that integrate with many program applications relating to EIP.

16. MISCELLANEOUS

Describe the capabilities of your system in the following areas, and also include any other area(s) with functionality you deem appropriate for a Correctional Management System that your system is capable of:

- Restitution
- Paperless Inmate Correction Management
- Inmate Commissary
- Inventory Management
- Do Not House – Those Inmates that cannot be housed together due to conflicts(s)
- Litigation Tracking
- Hardware/Software, Operating System and Development/Support environment
- Document Management
- Correctional Industries and Inmate Work Programs
- Inmate Education
- Religious Services

REPORTING

Currently, numerous reports are available through the current system and would generally need to be reproduced in the new system. These reports are distributed via attachments to emails or to email groups and are also saved on shared drives.

Describe capabilities of your system in the following area:

- Performance reports detailing key performance issues (e.g., overdue reports, capacity utilization, program participation progress, etc.) at the statewide, complex, unit, and even inmate/staff levels.
- Custom reports with extensive logic
- Statistical reports
- Report on demand, reports distribution
- Access to reports by roles
- Data mining
- Data cubes
- Data transformation packages

PRICING MODELS

Payment and Delivery Schedule Models

ADC requests that you identify the type of payment model(s) with product delivery schedules that have been mutually successful as verified by customer response in achieving necessary cost savings within the projects timeline. Examples include;

- Cost Sharing
- Cost Pooling
- Fixed Pricing
- Time and material
- Conversion cost
- Customization cost
- Annual Maintenance cost
- Implementation cost
- On-going support cost

Cost Projections

Based on the information provided to you, we are asking that you project costs either for comprehensive functional groups as defined in the RFI or for individual functional group that your organization is qualified to provide. Please also include any cost/delivery models you and your customers can attest to achieve the savings your system projected at the time of the award to your customers. This information shall include both the initial projects costs and savings and actual cost incurred by your customer and subsequently the savings realized.

Attachment I

AIMS Screens

These screens are not a complete list but a depiction of the various AIMS functional use as of November 2011:

1. DI03 – Classification Correctional Plan Action
2. DI04 - Correction Plan Review-Priority Placement Status
3. DI05 – Correction Plan Summary A
4. DI06 - Correction Plan Summary B
5. DI07 – Re-Entry and Discharge Plan Review
6. DI14 – Inmate Record Display – Restricted Access
7. DI17 – Release Date Calculated
8. DI18 – Time Computation
9. DI20 – Classification Actions
10. DI21 – Key Inmate Actions Details
11. DI23 – Release List Eligibility
12. DI24 – Inmate Record
13. DI25 – Inmate Alias
14. DI26 – Inmate Count/Commit
15. DI27 – Inmate Movement

16. DI28 – Inmate Out Time
17. DI29 – Inmate Classification
18. DI30 – Inmate Work Programs
19. DI31 – Inmate Discipline
20. DI32 – Inmate Housing
21. DI33 – Inmate Parole Board
22. DI34 – Inmate Employment Detail - Employer Name
23. DI35 – Inmate Public Health
24. DI36 – Inmate Employment Detail - Employer Address
25. DI37 – Do Not House
26. DI38 – Inmate Employment
27. DI39 – Inmate Employment Detail
28. DI41 – Transfer Order
29. DI43 – External Movement
30. DI44 – Internal Movement - Replace by DC44
31. DI45 – Work Program Evaluation - Replace by DC45
32. DI46 – Discipline Violations
33. DI47 – Out Time
34. DI49 – Custody Classification
35. DI50 – Misc Inmate Information
36. DI52 – Unit Population
37. DI53 – Victim Information
38. DI55 – Bed Information
39. DI56 – Inmate Earned Incentives Phase Status
40. DI57 – Risk Assessment
41. DI59 – Initial ICSS
42. DI60 – Select Classification Date
43. DI61 – Profile RCSS
44. DI65 – Parole Board Time Sheet
45. DI66 – Parole Board Events
46. DI67 – Parole Board Action
47. DI68 – Parole Board Events Comments
48. DI70 – Selected Inmates
49. DI71 – Arrival Backlog
50. DI73 – Bed Information
51. DI74 – Education Test Result
52. DI75 – Vocational Test Results
53. DI76 – Facility Incentive Food Visit
54. DI77 – Condensed Literacy Test
55. DI78 – Facility Incentive Privilege Standard
56. DI79 – Facility Incentive Phase Status
57. DI80 – PRINT ESCAPE FLYER
58. DI81 – STG View
59. DI82 – STG Print Screen
60. DI83 – Inmate Program Record
61. DI84 – Codes Selection from Tables

62. DI85 – Mental Health Action (restricted view)
63. DI86 – Multiple Mental Health Actions
64. DI89 – Mental Health Release Plan (restricted view)
65. DI91 – Minor Children - Never used
66. DI93 – AZ Substance Abuse History Index
67. DI94 – Sex Offender Education Treatment program (Not in production yet)
68. DI95 – Complex Work List
69. DI96 – Escape History
70. DI97 – Criminal History Record
71. DI98 – Comments
72. DI99 – Custody & Internal Risk
73. DP01 – Condensed Supervised Record
74. DP02 – Gain/Loss History
75. DP04 – Risk/Need Assessment
76. DP05 – Condensed COS Disclosure
77. DP06 – COS Waiver
78. DP07 – COS Initial Setup
79. DP08 – COS Transactions
80. DP11 – Officer Caseload
81. DP12 – Offender Placement
82. DP20 – Display Selected Cases
83. DT02 – Sentence Count
84. DT01 – Menu
85. DT03 – Detainer Warrant
86. DT04 – Personal Character/Names
87. DT05 – Community Service Facility
88. DT06 – Personal History
89. DT07 – Community Service Investigation
90. DT08 – Offender Comments
91. DT09 – Inmate by name
92. DT10 – SAA/SID Number Search
93. DT13 – Staff per Facility
94. DT17 – ADC Staff Information
95. DT29 – DI14 ADC Copies
96. DT30 – Outside Inquiry
97. DT31 – Fingerprint Identification
98. DV01 – Inmate Visitors
99. DV02 – Condensed Visitor Record
100. DV03 – Visitor Name Search
101. DV04 – Contractor /Sponsor
102. DV05 – Visit Record
103. DV06 – Suspensions
104. DV07 – Comments
105. DV08 – Adult/Minor
106. DV09 – Contractor/Sponsor Record
107. DV10 – Contractor/Sponsor Visits

- 108.DV11 – View Approval Date
- 109.BK01 – Deposit
- 110.BK02 – Withdrawal
- 111.BK03 – Inmate Account Balance
- 112.BK04 – Clearing Account
- 113.BK05 – Clearing and Suspense
- 114.BK06 – Facility Flag
- 115.BK07 – General Ledger Account
- 116.BK08 – Journal Entries
- 117.BK11 – Print Checks
- 118.BK13 – Check Reconciliation
- 119.BK30 – Indigent History
- 120. BKLT – BI- Weekly Inmate Work Incentive Pay Plan Payroll
- 121. BKFY – Fiscal Years pay periods
- 122. DC01 – Capacity Group Data Base Update
- 123.DC10 – Turn Out Scheduler
- 124.DC11 – Recurring Turn Out Set-Up Options
- 125.DC12 – Bi-Weekly appt start/next print options
- 126. DC13 – Inmate Activity Schedule
- 127.DC30 – Work/program assignments by location
- 128.DC31 – Work/program assignments detail
- 129.DC32 – Bi-Weekly work/program assign next print date
- 130.DC44 – Internal Assignment
- 131. DC45 – Work/program, Evaluation
- 132. DC71 – Cell Assignment Screening
- 133. DA04 – Batch job Submission
- 134. DA14 – Sensitive Batch Job
- 135. DA23 – Message Router

The following AIMS screen are under consideration/development:

- 136. - DC67 - Restoration forfeited credits detail
- 137. - DC68 - Restoration forfeited credits pending
- 138. - DC69 - Discipline Violation Log
- 139. - DC49 – Work Incentive Pay Plan Phase II
- 140. - DC51 - Replacing housing portion of DC44/DI44
- 141. - DC47 - Replacing work assignment portion of DC44/DI44
- 142. - DC49 - New screen to accept work evaluation and hours worked
- 143. - DC50 - Replace DC45/DI45
- 144. - DC52 - New housing screen to handle multiple entries
- 145. - DC48 - New assignment screen to handle multiple entries